



**STATE OF WASHINGTON
OFFICE OF MINORITY AND WOMEN'S BUSINESS ENTERPRISES**

SOLE SOURCE NOTIFICATION

March 4, 2024

The Office of Minority and Women's Business Enterprises (OMWBE) intends to award a \$150,000 sole source contract to Thurston Economic Development Council/Center for Business & Innovation (TEDC/CBI) for the period of March 20, 2024, through June 30, 2025.

The Office of Minority and Women's Business Enterprises (OMWBE) will enter into a multi-year contract with Thurston Economic Development Council/Center for Business & Innovation (TEDC/CBI). The contract will be issued on or after March 20, 2024, and will expire June 30, 2025. The cost of this contract for year 2024 is \$73,928. For year 2025 it will also be \$73,928. The total contract value is not to exceed \$150,000.

The purpose of this contract is to build upon previous TEDC/CBI proprietary work to develop and implement an online learning platform, the OMWBE Academy. The TEDC/CBI developed and launched the OMWBE Academy in June of 2023 through Competitive Solicitation Contract No. MWB-OUT-060122 with its proprietary Center for Business & Innovation Teachable Learning Management System platform and resources. OMWBE was expecting to be able to independently host the Academy after its launch, however, the agency is not currently equipped with the staff and infrastructure to host the platform and as such, requires the continued services of the TEDC/CBI.

Offerors contemplating the above requirements are required to submit capability statements detailing their ability to meet the state's requirements within five (5) working days of this announcement.

Capability statements should address the following state requirements:

- Price for hosting OMWBE Academy on State-approved Learning Management System (LMS) platform for contract dates outlined above. This must include but may not be limited to:
 - Enrollment of students into the academy.
 - Collection of enrollee data specific to the needs of OMWBE.
 - Provide additional customer service for enrollee's including technical assistance with courses and one-on-one advisement through a weekly OMWBE Q&A session. Enrollee's need to additionally be guided towards Washington PTAC's no cost advising.
 - Create and add new modules to current courses and create completely new courses based on demand and feedback. New modules and courses also require Spanish translation.
 - Provide enrollees one-on-one resources consulting to ensure they understand and can access all potential resources available to their firm.
 - Perform marketing activities on behalf of OMWBE to promote the academy to certified firms.
 - Update courses as information changes in relation to laws, applicable software and websites, and processes.
- Schedule and cost to migrate proprietary OMWBE Academy to different LMS platform.

In the absence of other qualified sources, it is in the state's intent to make a sole source award of the contract to TEDC/CBI. For additional information, or to submit your proposal, please contact:

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